

**BYLAWS  
POLSON CITY LIBRARY  
BOARD OF TRUSTEES**

**ARTICLE I. GENERAL**

**Section 1. Scope of the Organization**

- A. The name of this organization shall be the Polson City Library Board of Trustees.
- B. The Board of Trustees is established under Montana Code Annotated 22-1-301 through 22-1-317 pursuant to action by the City of Polson on May 26, 1919 through Ordinance 136.

**ARTICLE II. BOARD OF TRUSTEES**

**Section 1. Recruitment**

- A. Any vacancy on the Board of Trustees shall be publicized through the media, including, but not limited to, *The Lake County Leader* and posters displayed in the Library.
- B. Prospective Trustees will be invited to complete a written application, which shall be returned to the Library Director. The Board of Trustees shall study each application and make its recommendation to the Polson City Council.

**Section 2. Appointment**

- A. The Mayor of the City of Polson shall appoint Trustees, with City Council approval, from recommendations provided by the Library Board of Trustees.
- B. The Board requires a minimum of a one-year break in service before a former Trustee can be appointed again to the Board of Trustees.

**Section 3. Number**

- A. The Board shall consist of five (5) Trustees each of whom is eligible to vote.

**Section 4. Eligibility**

- A. Four (4) Trustees must be residents of the City of Polson. One (1) Trustee may be a Lake County resident from within the boundaries of School District #23.
- B. Only one (1) Trustee may be a member of the Polson City Council at any given time.

## **BYLAWS – POLSON CITY LIBRARY BOARD OF TRUSTEES**

### **Section 5. Tenure**

- A. Trustees shall hold office for five (5) years from the date of appointment or until their successor is appointed. All terms shall expire on June 30<sup>th</sup>. Annually, before the first day of July of each year, a Trustee shall be appointed to take the place of the retiring Trustee.
- B. Trustees shall serve no more than two (2) full terms of five years each in succession.
- C. A Trustee being appointed to fill the unexpired portion of a term created by a vacancy is eligible to fill the unexpired portion and be reappointed for two (2) full terms.

### **Section 6. Conflict of Interest**

- A. Any Board member who is aware of a potential conflict of interest with any matter coming before the Board shall abstain from voting in connection with the matter.

## **ARTICLE III. EXECUTIVE OFFICERS**

### **Section 1. Officers**

- A. The elected officers of the Board shall be Chair, Vice-Chair, and Tamarack Representative.

### **Section 2. Election and Term of Office**

- A. Officers of the Board shall be elected by the Board at its regular meeting held each year in the month of July, or as soon after as feasible. The term of office for all elected officers shall be one (1) year.

### **Section 3. Removal of an Officer**

- A. Any officers elected or appointed by the Board may be removed by the Board whenever, in its judgment, the best interests of the Library would thus be served. Such removal of any officer will be effectuated by a unanimous vote of the other four (4) members of the Board.

### **Section 4. Vacancies**

- A. A vacancy in any elected office may be filled by the Board for the unexpired portion of the term.

## **BY-LAWS – POLSON CITY LIBRARY BOARD OF TRUSTEES**

### **Section 5. Secretary**

- A. The Library Director (Chief Librarian) shall serve as Secretary of the Board.

### **Section 6. Duties of the Chair**

- A. The Chair shall preside at all meetings, shall appoint all standing and special committees and shall perform all duties incident to the office of Chair and such other duties as prescribed by the Board from time to time. The Chair shall be an ex-officio member of all committees.
- B. The Chair, or designee, shall serve as a voting member on the Polson Public Library Memorial Foundation Board of Directors.

### **Section 7. Duties of the Vice-Chair**

- A. In the absence of the Chair or in the event of his/her inability or refusal to act, the Vice-Chair shall perform all duties of the Chair, and, when so acting, shall have the powers of and be subject to all restrictions upon the Chair. In the absence of both Chair and Vice-Chair, a Board member designated by the Board shall exercise the Chair's functions.

### **Section 8. Tamarack Representative**

- A. In accordance with membership in the Tamarack Federation, one (1) member of the Board of Trustees will be elected to represent Polson City Library. Election of this representative for a term of two (2) years will occur with the election of officers at the regularly scheduled meeting in July of each year.
- B. The representative will present an oral or written report of any Federation meeting to the Board at its next regularly scheduled meeting. The report shall constitute an official part of the minutes and be attached to the minutes.

### **Section 9. Duties of the Secretary**

- A. The Secretary shall keep a true and accurate account of all proceedings of the Board meetings, shall issue notices of all regular and special meetings, and shall have custody of the minutes and other records of the Board.

## **ARTICLE IV. MEETINGS**

### **Section 1. Regular**

- A. The Board shall hold monthly meetings January through November at a time and place agreed upon by the members. No meeting is held in December.

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### **Section 2. Special**

- A. Special meetings of the Board may be called by the Secretary upon the discretion of the Chair or upon written request of three (3) members of the Board.

### **Section 3. Place of the Meeting**

- A. All meetings shall be held in the Polson City Library or at such other place as designated by the Board.

### **Section 4. Notice of the Meetings**

- A. The Board will abide by Montana Open Meeting Laws. Notice of meetings will be made available to all Trustees. Scheduled meetings will be posted in the Library for the public.

### **Section 5. Quorum**

- A. The presence of a majority of the Board (3 members) shall constitute a quorum for the transaction of business.

### **Section 6. Manner of Acting**

- A. A vote of the majority of the Trustees present shall be necessary for the adoption of any matter unless a greater proportion is required by law or by these Bylaws.

### **Section 7. Parliamentary Rules**

- A. Robert's Rules of Order shall govern the parliamentary procedure of the Board of Trustees.

### **Section 8. Attendance**

- A. Board members and officers are expected to attend all regularly scheduled Board meetings. Any Board member or officer who is unable to attend a regularly scheduled meeting shall notify the Board Secretary prior to the meeting.
- B. Any officer who misses more than three (3) meetings within a one (1) year period without giving prior notification to the Secretary, or any officer who misses more than six (6) meetings within a one (1) year period, may be removed from office by unanimous vote of the remaining members.
- C. If a Board member misses more than three (3) meetings within a one (1) year period without giving prior notification to the Secretary, or misses more than six (6) meetings within a one (1) year period, the remaining Board members may, by unanimous vote, recommend to the City Council that he or she be removed from the Board.

## **BY-LAWS – POLSON CITY LIBRARY BOARD OF TRUSTEES**

### **ARTICLE V. FINANCES**

#### **Section 1. Library Budget**

- A. The Board shall approve bills for Library expenses and shall prepare an annual budget for presentation to the Polson City Council and Lake County Commissioners for the following fiscal year.

#### **Section 2. Private Monies**

- A. The Board of Trustees has the responsibility to manage private monies that come to the Library through bequests, memorial funds, contributions, etc. Investment of these monies relies solely with the Board assisted by the City Treasurer and private entities.

### **ARTICLE VI. ANNUAL REPORT**

#### **Section 1. Annual Report**

- A. The Board shall prepare an annual report of Library conditions and operations for the Polson City Council and Lake County Commissioners following the June meeting of the Library Board.

### **ARTICLE VII. LIBRARY POLICIES**

#### **Section 1. Establishment of Library Policies**

- A. The Library Board of Trustees shall be the policy-making body having control over expenditures of the public library fund, of construction or lease of the Library building, and of the operations and care of the Library.
- B. In consultation with and from recommendations made by the Librarian, the Board shall establish policies for the acceptance of gifts, the acquisition of materials by local authors and artists, the restrictions of materials to the public, and other issues as may be necessary for the effective use and management of the Library.

### **ARTICLE VIII. LIBRARY DIRECTOR**

#### **Section 1. Appointment**

- A. The Board shall appoint, set compensation for, and provide annual written evaluations of the Library Director, who shall serve at the pleasure of the Board.

## **BY-LAWS – POLSON CITY LIBRARY BOARD OF TRUSTEES**

### **Section 2. Duties of the Library Director**

- A. The Library Director's duties shall include but are not limited to:
- Serving as Secretary to the Board
  - Executing and administering Library policy
  - Being responsible for the direction and supervision of the Library staff and for the day-to-day operations of the Library itself
  - Reporting to the Board on the condition of the Library
  - Making recommendations to the Board of such policies and procedures as will promote the efficiency of the Library
  - Making recommendations to the Board as to the employment or discharge of persons necessary in the administration of the Library
  - Preparing the budget and presenting it to the Board for review and revisions

## **ARTICLE IX. AMENDMENTS**

### **Section 1. Procedure**

- A. The Bylaws may be altered, amended, or repealed and new Bylaws may be adopted by a majority of the Trustees present at any regular meeting or at any special meeting if at least thirty (30) days written notice is given to each Trustee of the intention to alter, amend, or repeal, or to adopt new Bylaws at such meeting.

In Witness Whereof, We the Undersigned Trustees, have enacted the foregoing Bylaws and do hereby authenticate the same by our respective signatures at a meeting of the Board of Trustees held on \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Chair \_\_\_\_\_

Vice-Chair \_\_\_\_\_

Trustee \_\_\_\_\_

Trustee \_\_\_\_\_

Trustee \_\_\_\_\_

(Revised 03/1999; 10/2003)